



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**UNIT 29351**  
**APO AE 09014-9351**

S: 4 Jan 06

S: 26 Apr 06

DEC 22 2005

AEAGF-C

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: FY06 Management Control Process Annual Statement of Assurance**

1. Reference USAREUR Circular 11-2, Fiscal Years 2005 and 2006 Management Control Process Annual Assurance Statement, 31 Mar 05. This memo requests that you provide the names of your designated Assessable Unit Manager (AUM) and Management Control Administrator (MCA) by 4 January 2006 and requests that you submit your Annual Statement of Assurance (ASA) by 26 April 2006.
2. Adequate management controls are essential during this period of high deployments, changing command and control relationships and significant unit moves. As you know, these times are far from "business-as-usual" and require our concerted efforts to provide effective management controls in order to protect resources, enhance stewardship and help to prevent waste, fraud and abuse. The Secretary of Defense submits an Annual Statement of Assurance (ASA) to the President and Congress that adequate controls are in place, in accordance with the Federal Managers Financial Integrity Act. This statement is prepared based on input from Defense Agencies, Joint Staff and the Military Services. To facilitate the Army's statement, the US Army Europe and 7<sup>th</sup> Army (USAREUR/7A) Commanding General submits a major command assurance statement.
3. To prepare the USAREUR/7A assurance statement we rely on input from Commanders and staff principals. As you conduct your internal assessments, please consider results of internal and external audits, inspections and peer reviews completed during FYs 05 and 06. Audits, inspections and reviews often identify and report inadequate operational internal controls within your organization. These cited inadequate internal controls should be viewed as reportable material weaknesses in preparing your annual statements of assurance. In addition, given the challenges of deployment and redeployment, there may be additional areas of concern that we should highlight.
4. Detailed instructions for preparing the assurance statement are at enclosures 1 and 2. All assurance statements must include the following: signature of the assessable unit manager, an activity report on how the Management Control Process (MCP) review was

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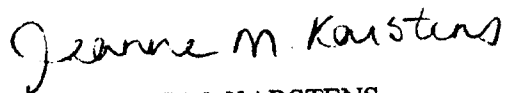
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conducted in FY 06 (enclosure 3) and a report of material weaknesses newly discovered or previously reported (enclosures 4, 5 and 6). A summary of efforts by Internal Review personnel in support of the management control program is also required (enclosure 7).

5. Due to the HQ V Corps deployment, the reporting requirements have been revised to reflect the command and control arrangements at the time the report is due. Enclosure 8 identifies the activities/commands that are required to report directly to HQ USAREUR, DCS G8. Units that are not required to report directly to USAREUR G8 will report to their command and control headquarters.

6. IAW AR 11-2, reporting organizations are required to designate an Assessable Unit Manager (AUM) to provide the leadership and support needed to ensure management controls are in place and operating effectively. AUMs certify the results of required management control evaluations. They also report through the chain of command any material weakness in management controls, establish and implement plans to correct those material weaknesses, and track progress in executing those plans until the material weakness is corrected. AUMs must be at least a Colonel or GS-15. (Waivers to this policy can be granted by this Headquarters to accommodate excessive span of control or geographic dispersion of subordinate units.) Management Control Administrators (MCAs) are designated by the AUM to administer the management control process within an organization. The MCA keeps commanders and managers informed on management control matters. Additional responsibilities are in paragraph 1-16 of AR 11-2. Please provide the name, rank, telephone number and email address of your AUM and MCA (encl 9) to this office by close of business 4 Jan 06.

7. The assurance statement is an appropriate mechanism to raise concerns and issues as well as highlight those initiatives you have implemented to improve management controls within your organization. Please provide your input to my staff by 26 Apr 2006 to facilitate consolidation and analysis. The point of contact is Mr. Van Den Beldt, [jack.vandenbeldt@hq.hqusareur.army.mil](mailto:jack.vandenbeldt@hq.hqusareur.army.mil) or DSN 370-3530.



JEANNE M. KARSTENS  
Deputy Chief of Staff, G8

9 Encls

1. ASA format
2. Basis for assurance
3. How assessment was conducted instructions
4. Identifying material weaknesses
5. Material weakness format instructions
6. Material weakness format

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7. Summary of efforts by Internal Review
8. List of activities
9. FY06 MCP AUM and MCA Designations

DISTRIBUTION:

Commander, HQ USAREUR

CMD GRP (SGS)

ODCS, G1

ODCS, G2

ODCS, G3

ODCS, G4

ODCS, G6

ODCS, G8

ODCSENG

IRACO

OPM

OCPA

OSURG

OCHAP

OIG

OJA

OPARC

COMMANDER:

SETAF, UNIT 31401, BOX 5, APO AE 09630

7<sup>th</sup> ATC, UNIT 28130, APO AE 09114

21<sup>st</sup> TSC, UNIT 23203, APO AE 09263

266<sup>th</sup> FINCOM, DCDR, UNIT 29001, APO AE 09007

1<sup>st</sup> PERSCOM, DCDR, UNIT 29058, APO AE 09107

7<sup>th</sup> ARCOM, DCDR, UNIT 29238, APO AE 09102

18<sup>th</sup> ENGINEER BRIGADE, UNIT 29351, APO AE 09014

19<sup>th</sup> BCD, UNIT 3050, BOX 15, APO AE 09094

1<sup>st</sup> AD, UNIT 26920, CMR 467, Box 1277, APO AE 09096

1<sup>st</sup> ID, CMR 475, APO AE 09036

30<sup>th</sup> MED BDE, CMR 442, APO AE 09042

205<sup>th</sup> MI BDE, UNIT 29623, APO AE 09096

HQ V CORPS, REAR DETACHMENT, Unit 29355, APO AE 09014

CF:

Commander, HQ V CORPS

CMD GRP (SGS)

G1/AG

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CF (Continued):

G2

G3

G4

G5

G6

G8

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Commander:

3<sup>rd</sup> COSCOM, UNIT 29620, APO AE 09096

V CORPS ARTILLERY, CMR 432, BOX 271, APO AE 09081

12<sup>th</sup> AVN, CMR 408, BOX 1666, APO AE 09182

18<sup>th</sup> MP BDE, Unit 25753, APO AE 09165

22<sup>nd</sup> SIG BDE, CMR 431, BOX 86, APO AE 09175

69<sup>th</sup> ADA BDE, CMR 408, APO AE 09182

130<sup>th</sup> ENG BDE, UNIT 20136, APO AE 09165